

WEST HARTFORD FICTION WRITERS GROUP OPERATIONS

Adopted October 13, 2017

THE PURPOSES OF THE WEST HARTFORD FICTION WRITERS GROUP ARE...

- To provide a nurturing and supportive cocoon for the creative process, in which Group members can feel comfortable in developing their talents and honing their writing skills.
- To give writers friendly and constructive feedback on the ideas, plots, characters, structures and other elements of stories that they submit for review.
- To provide a formal monthly group meeting for reviewing submissions, and for encouraging the cross-pollination of ideas that comes to a group from getting a variety of different individual perspectives.

JOINING THE GROUP...

- Anyone who has attended a meeting may join the group (regardless of residency).
- Want the pieces before the meeting? Please contact the library group liaison: Joe Cadieux Cadieux@westhartfordct.gov
- Once you've attended a meeting you can sign up for the listserv (described below) and start receiving emails from the group. Make sure to check your "spam" folder for group invitations if you haven't received an email in a few days.

GROUP OPERATIONS...

- The group meets every second Thursday of the month at 7:00 PM. Check the West Hartford Public Library for any change in venue, but the group currently meets in the Boardroom on the top level of the library. Please be on time. As a courtesy to Library or other building personnel who have to close up, the meeting should be concluded by 8:45 PM.
- Communications with the group are facilitated through the westhartfordfictionwriters@googlegroups.com Google Group, or "listserv." Emails sent to this address by group members are sent to all of the group members.
- The moderator (chosen from the last meeting) runs the new meeting and takes attendance (usually a sheet passed around the room). The moderator reports to the librarian (Joe Cadieux Cadieux@westhartfordct.gov) the number of attendees at the meeting and reports any new members that want to sign up for the listserv to the listserv moderators (Cori Lynn Arnold mrs.h.bucket@gmail.com & Doug Stone stonedct@gmail.com).
- The moderator must manage time and needs to maintain order.
- The agenda for the meeting is as follows:
 - Introductions - Starting with the moderator, everyone in the room gives a short introduction usually containing how long they've been attending the meetings and what genre they write.

- Announcements - The moderator will ask for publication / writing accomplishments / workshop announcements from members.
- Critiques - The moderator will announce the list of pieces being moderated.
 - The moderator will ask the first writer being critiqued to briefly introduce the piece and explain any high-level specific questions they might have.
 - The moderator will ask for a volunteer to start the critique.
 - The first and following critiquers will express their thoughts on the piece, briefly and succinctly. Group members (including the writer being critiqued) should not cross-talk or ask questions or clarify points during the critiques.
 - The moderator will ask the writer if they have any follow-up questions or comments after the critique is complete.
- Moderator - A moderator will be chosen for the next month's meeting.

SUBMITTING A PIECE FOR FEEDBACK...

- Any member who has attended the group meeting at least twice may submit a piece for feedback.
- Pieces may not be longer than 5,000 words, unless special arrangements have been made, and should be formatted with 12 point font and double-spaced with numbered pages. Submissions should be saved as .pdf, word (.doc or .docx) **and** .rtf and attached to an email to the listserv. The three types are to ensure that everyone can open the documents. If you need assistance formatting your piece, please ask.
- Make sure to elaborate on any issues you specifically want to be covered in your submittal email.
- Pieces should be checked for basic grammar and spelling before submitting. If you don't have a grammar/spell checker, try <https://www.grammarly.com/>, it's free.

Link to this document: <http://bit.ly/justwriters>